

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, JULY 17, 2014 at 7:30 P.M.
WOODSTOCK TOWN HALL, MEETING ROOM 1**

MINUTES

I. MONTHLY MEETING AT 7:30 PM

Call to Order – Meeting was called to order by Chair, Jeff Gordon at 7:32 pm

Roll Call – Jeff Gordon, Dave Fortin, Fred Rich, Dexter Young, Joseph Adiletta, Delia Fey, Dorothy Durst (7:34)

Absent – Lynne White, John Anastasi, Doug Porter, Travis Sirrine, Gail Dickinson, Syd Blodgett

II. CITIZENS' COMMENTS – None

III. CHAIRS REPORT – Chair Gordon thanked the commission for coming to another meeting, appreciates the work from everyone; to Tina Lajoie and Delia Fey for their assistance at the meetings and behind the scenes. Introduced Laura Cournoyer-Gagne to the members, she will be taking care of the minutes for the meeting.

IV. DESIGNATION OF ALTERNATES – NONE

V. MINUTES – Regular meeting minutes – June 19, 2014

MOTION BY JOSEPH ADILETTA TO APPROVE MINUTES, SECONDED BY DEXTER YOUNG.

Discussion: David Fortin had suggestions on modifying the Student Housing application (to include date and initialing). The discussion was not reflected in the minutes. Ms. Fey will review and report back in August. (Ms. Durst arrived at 7:34). Correction requested by Jeff Gordon on page 2, second sentence. Permit for Roots Down, LLC was not a Special Permit. Roots Down was a “Non-residential permit”. Ms. Fey confirms that this application was approved on 4/19/13. **MOTION CARRIED WITH CHANGES NOTED. DOROTHY DURST ABSTAINED.**

VI. NEW BUSINESS

#619-07-14 David Copeland, 224 English Neighborhood Rd. – 2 –lot subdivision

Jeff Gordon noted that this item can be taken to a public hearing, caution needed on the discussion for this meeting. Delia confirmed plans submitted to subdivide his property to make one new lot for a new house. Significant area of open space is being proposed. A copy of the plan is on hand. A revision was done on the plan which changed the minimum front setback of 75 feet to 50 feet, which is the standard under the subdivision regulations. We are still awaiting approval from NDDH. Tina stated that Terry, as the wetlands agent, was able to sign-off on the wetlands application, a copy of said application was submitted to PZC. Delia believes this sign-off cannot be accepted under the law since it is a subdivision. Tina will follow-up on what will be required. Fees have been paid. Mr. Copeland has given proof of mailing to abutters. He states he received an email from the Fire Marshal, and a letter from CME and the Conservation Commission, all copied for PZC. Mr. Copeland explains proposal to subdivide the 44 acre lot, which is 224 English Neighborhood Rd, to create a 3.56 acre lot along the road frontage. 18.7 acres will be set aside for conservation. Jeff Gordon explained again that discussion is limited since a public hearing will be held. Mr. Copeland had questions regarding the conservation/agricultural piece and as explained by Jeff Gordon, this will need to be discussed during the public hearing. Delia let Mr.

Copeland know that he could contact her office for questions about the application and she could assist. Delia feels the application is complete, awaiting NDDH and IWWA approval.

MOTION IS MADE BY DOROTHY DURST TO SCHEDULE A PUBLIC HEARING ON AUGUST 21, 2014, SECONDED BY DEXTER YOUNG. MOTION CARRIED UNANIMOUSLY.

VII. PRELIMINARY DISCUSSION

Matthew Tappin, 416 Senexet Road, proposed auto repair garage – Determination requested as to whether a Special Permit or Non-Residential Zoning Permit is required.

Matthew Tappin is present and provides PZC with a photograph, which confirms the business use of this property prior to his ownership, and explains his claim that this use was never abandoned. He also provides a list of previous land uses through the years. There is no application pending and, for the record, this discussion is non-binding. ZBA Certificate of Location application was filed and will be heard on July 22nd. Delia stated that her search did not reveal any zoning permits issued for business on this property in her office or the assessor's and there is discussion on how this may have occurred without the town being notified. She stated that whatever permit PZC decides on would bring the property into compliance regardless if a permit was issued in the past or not. According to the documentation, there have been three businesses on site through the years that are similar in nature. Mr. Tappin confirms that the applicant, Mr. Salvas, has brought in the work equipment but has not opened for business at this point and awaiting town and state approvals. Building Official and Fire Marshal have visited the site and gave their recommendations for building compliance. Mr. Tappin resides next door and states that this will be a very low-key business use without any signage allowed. It is the general consensus of the Commission members present that there has been a history of similar uses for some time which predates zoning and therefore could be considered under the non-residential zoning permit classification. Ms. Durst suggested that the lease for the tenant be viewed and should be specific with conditions. Mr. Fortin requested a sketch of the site for parking. Mr. Tappin will review items needed with Delia and this item will be on the August PZC agenda.

VIII. ZEO REPORT

a. Report on Zoning Enforcement – July 2014

- 391 Dugg Hill Road – property clean-up, still pending
- 14 Shore Drive – property clean-up, still pending

b. Report on Zoning Permits – July 2014

IX. CITIZEN'S COMMENTS

X. BUDGET REVIEW AND BILLS

a. Bills – None

Two memos from Delia dated July 11 & 14 regarding two bills not requiring a vote.

b. Budget Review

XI. ZONING REGULATIONS

In-law apartments – discussion

Delia provided proposed text amendment to PZC. No comment or changes were noted. Public Hearing can be scheduled for the August 21st meeting since NECCOG can be notified within the 35-day mandatory time frame. **MOTION TO TAKE THE PROPOSED TEXT AMENDMENT, ARTICLE IV. B. 2.a.i. and Section C.2.a.ii, TO A PUBLIC HEARING ON AUGUST 21ST BY FRED RICH, SECONDED BY JOSEPH ADILETTA.**

Discussion on whether this wording would be consistent with what is already contained in the regulations. Alternative wording is suggested by Ms. Durst.

XII. CORRESPONDENCE – None

XIII. MINUTES OF OTHER BOARDS AND COMMISSIONS – No discussion

XIV. OTHER

- Ms. Durst provided a photocopy to all Commission members of an article that was contained in the Norwich Bulletin on agritourism.
- Norwich Bulletin has also reported that Town of Brooklyn has disbanded their Route 169 Historic subcommittee. Hopefully they will re-form a committee in the future.

XV. ADJOURNMENT – MOTION BY FRED RICH, SECONDED BY JOSEPH ADILETTA TO ADJOURN THE MEETING AT 8:14 P.M.

Respectfully submitted,

Laura Cournoyer-Gagne
Recording Secretary

DISCLAIMER:

These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's meeting minutes for approvals and/or amendments to these minutes. The audio recording is available by contacting PZC Clerk, Tina Lajoie at 860-928-1388 (x328).